



Historic Preservation Commission
Fran Pollander, Secretary

856 | 885-1235

Where Great Things Are Happening!™

CITY OF GLOUCESTER CITY HISTORIC PRESERVATION COMMISSION
APPLICATION FOR CERTIFICATION OF APPROPRIATENESS

MEETINGS:

The GCHPC holds its monthly meetings on the 1st Wednesday of the month at 7:30 p.m. at City Hall, 313 Monmouth St.

APPLICATION PROCESS:

1. Each application must be submitted to the Gloucester City Clerk's Office at 512 Monmouth St., Gloucester City, NJ 08030 NO LATER THAN 10 DAYS PRIOR TO THE GCHPC MEETING and must be accompanied by detailed sketches, drawings, photographs, descriptions or other information sufficient to show the proposed alterations, additions, changes or new construction. The GCHPC may require the subsequent submission of such additional materials as it reasonably requires to make an informed decision. A submission shall include:
 - a. The completed and signed application
 - b. At least (1) photograph of the entire site and all proposed work sites
 - c. Four (4) copies of drawings, photographs, material brochures, samples, specifications or any other information that may be necessary to assist the GCHPC with their decision.
 - d. Four (4) copies of the property survey
 - e. IF APPLICABLE - Four (4) copies of a site plan showing the location of new and existing structures on the site and their location with respect to the building line, property lines and the front of those buildings or structures immediately adjacent to each side of the lot to be built upon.
 - f. IF APPLICABLE - Four (4) copies of the façade elevation(s) of the proposed work in sufficient detail to identify the limits and location of the proposed work and existing and proposed materials to be used.
2. The GCHPC will review the application at its regularly scheduled meeting. They will make a decision and pass such decision onto the Gloucester City Planning/Zoning Board in the form of a recommendation. The Planning/Zoning Board will then make a final decision based on the recommendation of HPC at their regularly scheduled meeting held on the 3rd Wednesday of every month at 7:30 p.m. at City Hall. If the application is approved, a Certificate of Appropriateness will be immediately issued.
3. All applicants MUST attend the GCHPC meeting or send a representative that is familiar with the proposed improvement or the application will not be heard. All corporations seeking application must be represented by an attorney who shall be present at the meeting.

Applicant(s) Information:

Name: _____

Address: _____

Home#: _____ Work#: _____

Cell#: _____ Fax#: _____

Email: _____

Relationship of applicant to property (please check all that apply):

Owner(s) _____

Property Under Contract _____

Lessee _____

Other (please specify) _____

Explanation if Other _____

Owner(s) Information (if different than applicant):

Name: _____

Address: _____

Home#: _____ Work#: _____

Cell#: _____ Fax#: _____

Email: _____

Property Information (of proposed improvement):

Address of Property (of proposed improvement): _____

Block: _____ Lot: _____

Existing Use of Property: _____

Describe in detail the proposed work to be done at the property:

Contractor(s) Information:

Name: _____

Work#: _____

Cell#: _____

**SPECIFICATIONS AND DETAILS FOR
SIDEWALKS, CURBS, DRIVEWAYS, APRONS
AND HANDICAPPED RAMPS IN GLOUCESTER CITY**

In accordance with §73-4 of the Gloucester City Code, attached will be found specifications and details for the laying, relaying, altering, repairing, setting, resetting and maintaining of sidewalks, curbs, driveways, aprons and handicapped ramps in Gloucester City. *Due to the age of various areas of the City, some requirements may need to be field adjusted so that a safety hazard is not caused by the above stated alterations. Such field adjustment can only be approved by the Public Works Director.*

Of particular concern is the older areas of the City which is addressed initially below:

HISTORIC DISTRICT AND OLDER AREAS OF THE COMMUNITY:

In those areas of the city in which the streets, curbs and sidewalks were laid out with brick stone and slate, it is the intention of the Mayor and Council to preserve, where possible, these features as they add distinctive characteristics to the streetscape.

Brick sidewalks should be maintained and repaired as per the specifications below.

Slate curbing should be set or reset to conform to the existing grade of the adjoining property and sidewalk. The slate curbing, if sunken, should be lifted into place and properly backfilled and packed to prevent sinking. The street adjacent to the curbing shall be sealed so that storm water does not undermine the street and curbing.

If maintenance of these features proves to be cost prohibitive, concrete features are allowable as described in the attached details.

Brick Sidewalk Construction

A. *Gravel Base* (If and where directed.) The gravel base shall be Gravel Base Type 2, Class B as defined by N.J. Department of Transportation Standard Specifications. Prior to placement of the gravel base course the contractor shall prepare the subgrade to the proper cross section and grade. He shall remove any unsuitable material or unstable material from the subgrade. After striking off and grading the subgrade, the contractor shall proof roll the subgrade to assure that the subgrade is firmly compacted and no soft spots exist.

Placement of the gravel base shall be performed in one lift. After placement of the gravel base it shall be thoroughly rolled and brought to proper cross section and grade. It is imperative that the gravel base be thoroughly compacted to a firm surface. Should any soft or unstable areas develop in the gravel base course, the material shall be removed and replaced with suitable material, regraded and compacted until a stable firm surface has been acquired.

B. *Concrete Base Course* The concrete base course shall be Class "B" as defined by the N.J. Department of Transportation specifications. Concrete base course shall be 3" thick.

C. *Mortar - Setting Bed (1") and Grout Joints* All materials of the mortar shall comply with the standard specifications for Mortar and Grout for Reinforced masonry as designated by the American Society for Testing and Materials, ASTM Designation: C476-71, C144-70 & C404-70.

D. *Brick Sidewalk* The bricks shall be carefully laid with the best face up and shall be laid straight and at right angles to form the herring row pattern as shown on the plans. Joints shall be at right angles to the tops and sides. The joint width shall not be less than 1/4" nor more than 1/2" and shall be as uniform as the bricks will allow. No half bricks or bats shall be used except at the ends of the course and bats shall be less than three (3) inches in length.

All bricks shall be thoroughly wet and clean when placed in the sidewalk area.

In no case shall the mortar setting bed be disturbed or walked on during the laying of the brick, nor shall the placing of the mortar setting bed proceed in advance of laying the brick at any distance to allow the mortar consistency to become dried out or unmanageable.

All mortar setting beds shall be covered with the brick before the end of each day's work. If not, the contractor shall be required to remove the portion of the mortar setting bed not covered before proceeding with the next day's placing of bricks.

Any soft, broken or badly mis-shaped bricks shall not be used by the contractor. Any brick slightly spalled shall be turned over, and, should the opposite face be acceptable, it may be placed in the sidewalk area, otherwise, it must be discarded.

In laying the bricks, the contractor shall keep the bricks culled, and then the brick laying process shall not lay more than 25 feet behind the placement of the mortar setting bed.

Each section of sidewalk area must be true to grade and cross section with no uneven surface.

After the bricks have been placed and adequate curing time has occurred, the contractor shall immediately construct the dry grout joint between the bricks.

The joints between bricks shall be tight. The tight joints shall receive a scattering of fine clean sand and dry grout over the completed work, and be swept into the cracks until all joints are completely filled and no voids remaining.

Herring Row Pattern

